



Office of Administrative Hearings

Fiscal Year 2012 Annual Report

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Introduction

The Office of Administrative Hearings (OAH) is an administrative court that provides adjudication services for District of Columbia agencies, boards, and commissions. The independent agency is a neutral, impartial tribunal charged with harmonizing rules and procedures to improve fairness and efficiency and to ensure that constitutional and statutory due process requirements are met.

► Creation of a Central Panel in the District of Columbia

OAH was established as part of the Department of Health in 1999 as a pilot program for centralized administrative adjudication. This adjudication model is sometimes referred to as a “Central Panel.” In creating a Central Panel, adjudicatory functions are removed from various executive agencies and combined into an independent, administrative tribunal. Among the main benefits is the fostering of judicial decision-making free from the appearance of and, in some cases, actual undue influence of the executive agencies whose actions are in dispute.

Due to the success of the pilot program in the District, Mayor Anthony Williams and the Council for the District of Columbia enacted legislation to create an independent Central Panel. D.C. Law 14-76, the “Office of Administrative Hearings Establishment Act of 2001” became effective on March 6, 2002. D.C. Official Code §§ 2-1831.01 *et seq.* After its 2003 planning year, OAH began hearing cases on March 22, 2004. Currently, OAH hears cases involving more than 40 District agencies, boards and commissions.

JURISDICTIONS

Department of Public Works

Department of Employment
Services

Department of Human Services

Department of Consumer and
Regulatory Affairs

Department of Health

DC Public Schools

Department of Health Care
Finance

Department of Transportation

Department of Housing and
Community Development

Department of the Environment

Metropolitan Police Department

Taxicab Commission

Office of Planning

Office of Tax and Revenue

Fire and Emergency Medical
Services

Office of the Attorney General -
Child Support Services Division

Department of Mental Health

Department on Disability
Services

Office of the State
Superintendent of Education

Child and Family Services
Agency

Lottery and Charitable Games
Control Board.

Board of Appeals and Review
(former)

MISSION

The Office of Administrative Hearings strives to enhance the quality of life in our city by providing residents with a fair, efficient and effective system to manage and resolve administrative litigation arising under District of Columbia law.

To fulfill its mission, OAH has developed the following strategic result goals:

- Maintain OAH's role as a neutral and efficacious tribunal, thereby promoting greater health and safety in the District of Columbia.
- Balance and maintain fairness, quality and efficiency in a dynamic operational environment.
- Develop and refine the critical pathways to integrate any new caseload, personnel and resources.
- Provide quality data reporting in a timely manner with user-friendly access.
- Continue to provide outreach to government agencies, the community, the bar and other stakeholders.



Governance

► Chief Administrative Law Judge



Chief Administrative Law Judge
Mary Oates Walker

The Chief Administrative Law Judge (Chief ALJ) oversees the Office of Administrative Hearings. By statute, the Chief ALJ is appointed to a six-year term by the Mayor of the District of Columbia, with confirmation by the Council of the District of Columbia. Chief Judge Mary Oates Walker was named Acting Chief ALJ effective January 1, 2010. After unanimous confirmation by the Council, she was appointed Chief ALJ effective February 2, 2010.

► OAH Advisory Committee

An Advisory Committee advises the Chief ALJ, identifies issues of importance to the agency and Administrative Law Judges (ALJs), reviews and comments on policies, and makes recommendations for needed statutory and regulatory changes. By statute, the Advisory Committee is comprised of eight members: 1) a Mayoral designee; 2) a Council designee; 3) a designee of the Attorney General; 4) two agency heads or their designees; 5) two members of the District of Columbia Bar; and 6) a member of the public, appointed by the Mayor. D.C. Official Code § 2-1831.17.

OAH Advisory Committee

(as of September 21, 2012)

Brian K. Flowers, Esq., Chair
Executive Office of the Mayor

Tonya Sapp, Esq., Member
Office of the Attorney General

Nicholas Majett, Esq., Member
Department of Consumer & Regulatory Affairs

William Howland, Member
Department of Public Works

Richard Beckler, Esq., DC Bar Member
Bracewell & Giuliani LLP

James Cooper, Esq., DC Bar Member
Arnold & Porter LLP

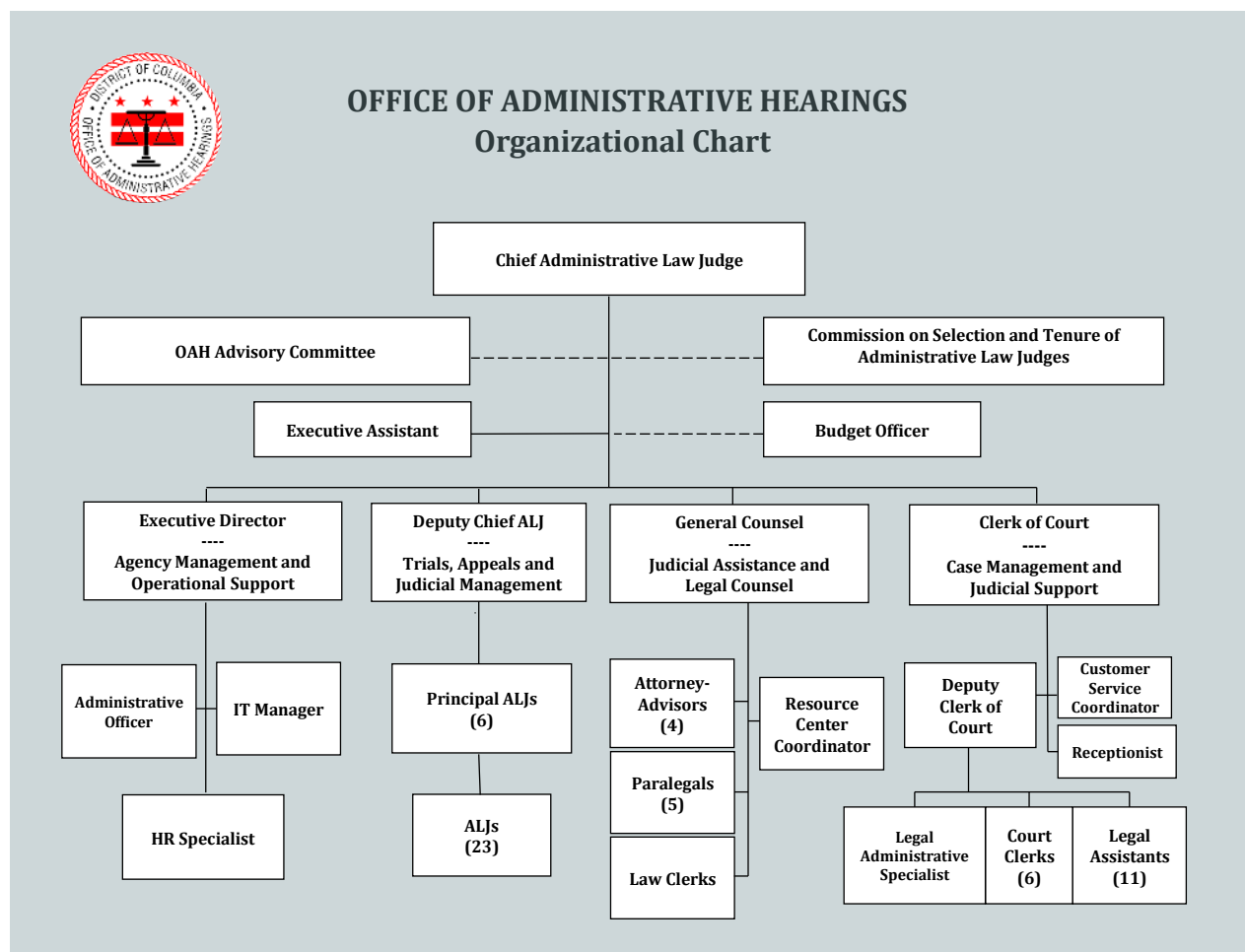
Pierpont Mobley, Public Member
JPM Group, LLC

► Commission on Selection and Tenure of Administrative Law Judges

The Commission on Selection and Tenure of Administrative Law Judges, an independent, statutorily-created body, appoints, removes and disciplines OAH ALJs. The three voting members of the Commission include: a Mayoral appointee, a Superior Court appointee, and a Council appointee. The Chief ALJ and the Attorney General for the District of Columbia, or his or her designee, also serve as *ex officio*, non-voting members. Council appointee Charlotte Brookins-Hudson currently serves as Commission Chair.

Organization

OAH has four departments: 1) the Judicial Corps, consisting of the ALJs and headed by the Deputy Chief ALJ; 2) the Office of the General Counsel, comprised of Attorney-Advisors and Paralegals and headed by the General Counsel; 3) the Office of the Clerk of Court, comprised of support staff and headed by the Clerk of Court; and 4) Administrative Staff, who report to the Executive Director. The agency has a total of 75 employees.



► Judicial Corps

OAH has 32 ALJ positions in its Judicial department. ALJs hold hearings and decide appeals from agency decisions. They also conduct mediations in certain cases. By statute, after a two-year initial appointment, each ALJ is eligible for reappointment to a ten-year term if hired prior to December 6, 2005. Each ALJ hired or reappointed after that date is eligible for a six-year term.

OAH ADMINISTRATIVE LAW JUDGES				
Name	Initial Appointment	10-Year Term	6-Year Term	Expiration of Current Term
John Dean	3/22/04	√	--	3/22/16
Calonette McDonald	3/22/04	√	--	3/22/16
Mark Poindexter	3/22/04	√	--	3/22/16
Robert Sharkey	3/22/04	√	--	3/22/16
Paul Handy	7/26/04	√	--	7/26/16
Ann Yahner	7/26/04	√	--	7/26/16
William England, Jr.	8/9/04	√	--	8/9/16
Beverly Sherman Nash	8/9/04	√	--	8/9/16
James Harmon, Jr.	10/1/04	√	--	10/1/16
Denise Wilson-Taylor	10/1/04	√	--	10/1/16
E. Savannah Little	10/8/04	√	--	10/8/16
Jesse Goode	6/20/05	√	--	6/20/17
Claudia Barber	8/15/05	√	--	8/15/17
Joan Davenport	8/15/05	√	--	8/15/17
Audrey Jenkins	8/15/05	√	--	8/15/17
Mary Masulla	8/15/05	√	--	8/15/17
Wanda Tucker	8/15/05	√	--	8/15/17
Nicholas Cobbs	8/29/05	√	--	8/29/17
Sharon Goodie	8/29/05	√	--	8/29/17
Scott Harvey	8/29/05	√	--	8/29/17
Arabella Teal	8/29/05	√	--	8/29/17
Louis Burnett	9/26/05	√	--	9/26/17
Jennifer Long	5/28/06	--	√	5/28/14
Steven Wellner	5/30/06	--	√	5/30/14
Samuel McClendon	11/27/06	--	√	11/27/14
Elizabeth Figueroa	12/11/06	--	√	12/11/14
Erika Pierson	12/11/06	--	√	12/11/14
John Rooney	1/8/07	--	√	1/8/15
Margaret Mangan	1/22/07	--	√	1/22/15
Claudia Crichlow	11/26/07	--	√	11/26/15
Caryn Hines	4/28/08	--	√	4/28/16

► **Office of the General Counsel**

The Office of the General Counsel supports OAH's judicial function by assisting judges in legal analysis, research and drafting while also providing legal support services to agency management in areas including litigation, agency operations and compliance, and Freedom of Information Act matters. This department is led by the agency's General Counsel. It employs five Attorney-Advisors, one of whom serves as the agency's Resource Center Coordinator, and has five Paralegals. In FY12, OAH continued its tradition of recruiting, training, and mentoring interns from law schools across the country. These Law Clerks are also a part of the Office of the General Counsel.

► **Office of the Clerk of Court**

The Office of the Clerk of Court provides day-to-day case management and support to the judicial function. The primary function of the office is to manage and maintain official court case records. The Clerk's office also manages receipt of all payments received by OAH. The Office of the Clerk of Court is the primary customer service interface for OAH and has 22 support staff members.

► **Administrative Staff**

The agency's Administrative Staff provide operational support to OAH to achieve programmatic results. Within this department, staff perform duties related to human resources, information technology and program management. This department has three employees who report to the Executive Director.



Caseload

► FY12 Caseload Statistics

Cases Filed	Hearings Held	Final Orders Issued	Cases Closed
16,051	6,223	20,208	24,580

In FY12, 16,051 cases were filed with OAH, which is a 25% decrease from the 21,647 cases filed in FY11. The decrease is mainly attributable to fewer filings of Notices of Violation and Notices of Infraction by the District's enforcement agencies. There were also fewer cases filed involving unemployment insurance benefits.

OAH has substantially improved the speed with which it closes cases. At the beginning of FY12, approximately 71 percent of cases were older than 120 days. At the end of the year, only 33 percent were more than 120 days old.

► New Jurisdiction

In January 2012, OAH began adjudicating student discipline and residency cases from the District of Columbia Public Schools. There were 302 cases filed in FY12. These cases require rapid disposition: hearings must be held within four school days of the Notice of Suspension, and a decision must be issued within one school day of the hearing's conclusion.

► Electronic Filing

During FY12, OAH launched a re-designed website. As part of the re-design, the agency added a function so that parties can now file their papers through the website. In addition, parties can file papers by e-mail. With the consent of the parties, they may also exchange their filings with each other through e-mail.

► Case Processing

OAH launched a Bench Order pilot project in FY12. In certain cases, Administrative Law Judges can now create and issue their written decisions in the courtroom. At the conclusion of the hearing, parties are aware of the resolution of their case and are provided with copies of their Final Orders.

OAH CASELOAD REPORT								
Agency	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
Dep't of Public Works	9,027	13,120	16,387	13,707	14,250	17,668	15,227	10,163
Dep't of Employment Services	2,514	2,914	2,859	3,018	3,222	3,123	2,723	2,179
Dep't of Human Services	765	864	755	816	943	864	1,031	932
Dep't of Consumer & Reg. Affairs	3,446	2,250	1,667	1,309	1,914	1,595	921	884
Dep't of Health	909	516	830	935	1,012	573	479	498
DC Public Schools	**	**	**	**	**	**	**	302
Dep't of Health Care Finance	**	**	**	**	57	110	342	286
Dep't of Transportation	329	208	684	1,549	1,827	1,324	438	259
Dep't of Housing & Community Development	**	**	511	419	314	269	159	186
Dep't of the Environment	**	98	201	287	143	106	90	108
Metropolitan Police Dep't	60	58	40	66	51	11	30	48
Taxicab Commission	0	84	25	5	4	1	7	43
Office of Planning	0	25	49	41	68	38	55	40
Office of Tax & Revenue	52	22	21	30	39	42	71	35
Fire & Emergency Medical Services	24	47	59	84	112	64	30	33
Office of the Attorney General	**	**	**	**	22	17	12	18
Dep't of Mental Health	13	12	8	7	10	15	9	16
Dep't on Disability Services	**	**	**	**	7	4	19	14
Office of the State Superintendent of Education	**	**	**	**	**	9	3	7
Dep't of Corrections	0	11	0	0	0	0	0	0
Child & Family Services Agency	4	2	1	2	2	1	1	0
DC Lottery & Charitable Games Control Board	**	**	**	**	**	0	0	0
Office of Energy	0	2	1	-	-	-	-	-
Total	17,151	20,235	24,106	22,276	23,997	25,834	21,647	16,051

*** OAH acquired jurisdiction in FY07 (DHCD), FY09 (DHCF, OAG, DDS), FY10 (OSSE, DCLB), or FY12 (DCPS)*

FY12 ADMINISTRATIVE LAW JUDGE STATISTICS

Administrative Law Judge	Cases Assigned	Open Cases (end of FY12)	Cases Closed	Hearings Held
Claudia Barber	583	84	499	336
Louis Burnett	389	87	302	145
Nicholas Cobbs	292	51	241	167
Claudia Crichlow	616	120	496	366
Joan Davenport	551	59	492	453
John Dean (Principal ALJ)	689	169	520	232
William England Jr.	257	16	241	148
Elizabeth Figueroa	513	94	419	407
Jesse Goode	813	24	789	247
Sharon Goodie	392	89	303	224
Paul Handy	597	105	492	376
James Harmon, Jr.	333	34	299	216
Scott Harvey	310	49	261	175
Caryn Hines	297	73	224	157
Audrey Jenkins	548	123	425	306
E. Savannah Little	336	115	221	130
Jennifer Long	172	35	137	121
Margaret Mangan	284	70	214	217
Mary Masulla	393	62	331	190
Sam McClendon (Principal ALJ)	6,658	296	6,362	74
Calonette McDonald (Clerk of Court)	38	26	12	1
Beverly Nash	311	45	266	206
Erika Pierson (Principal ALJ)	140	28	112	112
Mark Poindexter (Deputy Chief ALJ)	113	32	81	23
John Rooney	330	47	283	252
Robert Sharkey (Principal ALJ)	338	69	269	44
Arabella Teal	341	37	304	226
Wanda Tucker	180	43	137	86
Mary Oates Walker (Chief ALJ)	24	22	2	0
Steven Wellner (Principal ALJ)	348	27	321	133
Denise Wilson-Taylor	349	102	247	154
Ann Yahner (Principal ALJ)	4,998	92	4,906	299

Key Initiatives

In FY12, many of OAH's key initiatives were led by internal committees. Most committees are chaired by ALJs and have ALJs as members, with support staff participation where appropriate.

A. Access to Justice

► OAH Resource Center

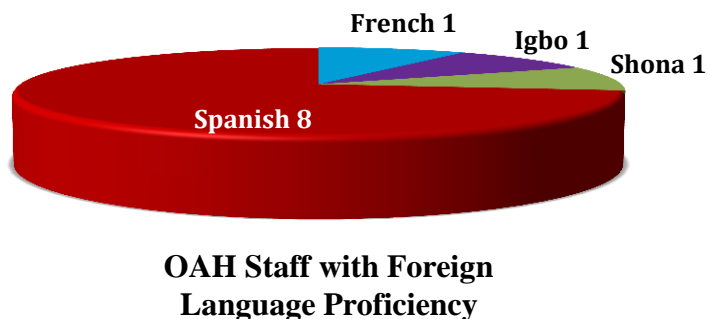
In August 2011, OAH opened a Resource Center to provide self-represented litigants with information and assistance related to their matters before OAH. An Attorney-Advisor serves as the Resource Center Coordinator and oversees OAH's access to justice and language access initiatives. During walk-in interview hours, self-represented litigants can meet with Resource Center staff or supervised volunteers regarding their cases and receive legal information as well as assistance with OAH forms and procedure. During walk-in interviews, self-represented litigants gain an understanding of the OAH hearing process as well as basic legal knowledge regarding the particular subject matter of their case. The Resource Center has also partnered with various law schools and legal services organizations to provide "Know Your Rights" and other informational brochures to the public, many of which are available in multiple languages.



► Language Access

The Council of the District of Columbia identified six languages spoken largely by the District's immigrant community to be covered under the DC Language Access Act of 2004: Spanish, Chinese, Vietnamese, French, Korean and Amharic. OAH has developed a robust language access program to ensure that non- or limited English proficient persons are able to effectively access justice at OAH. OAH works with outside interpreters to provide in-person interpretation services. All interpretation services are free to members of the public who have business with OAH and are available for people who visit the office, call on the telephone, or attend hearings or mediations. ALJs and other OAH staff are trained to identify and properly inquire when litigants may benefit from the use of an interpreter and/or translated materials. The in-person interpreter

program and other language access efforts have resulted in more efficient hearings and access to accurate and relevant information for non- or limited English proficient members of the public.



In FY12, OAH had 11 staff members who speak a language other than English. Spanish speakers are the largest group. Language Line is used to assist customers who speak other languages. Many OAH court forms and informational brochures are available in Spanish.

► Accommodations

OAH provides access to its hearings and other proceedings through reasonable accommodations. Reasonable accommodations are available to any person with a disability, upon reasonable notice, and without requiring action which would result in a fundamental alteration in the nature of an activity or an undue financial or administrative burden. For example, free sign-language services for persons who are deaf or hard-of-hearing are provided. Documents are also produced in braille or large print for those who are visually impaired.

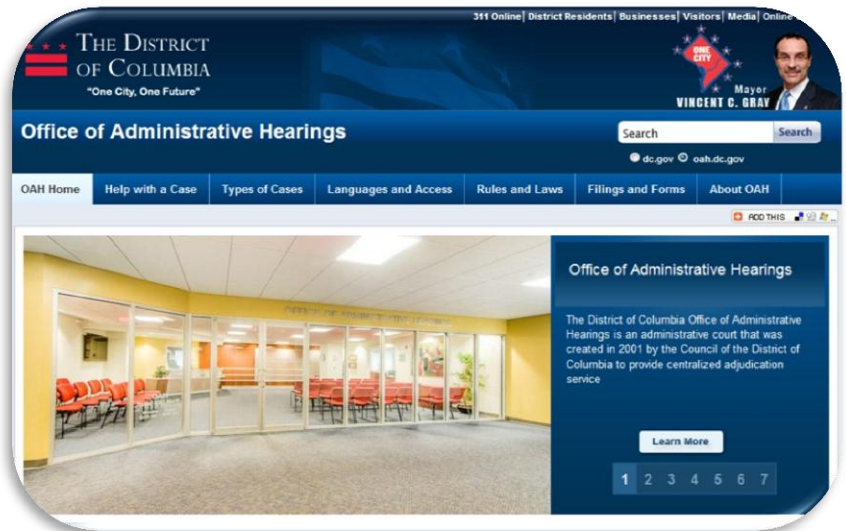
► Legal Referrals

OAH has formalized its referral system in an effort to assist members of the public in obtaining legal advice and representation in their matters. The Resource Center refers unemployment, public benefits, shelter, rental housing, and other cases to law school clinics at The George Washington University Law School, Georgetown University Law Center, and The Columbus School of Law at The Catholic University of America, as well as to a number of area legal services organizations including the Legal Aid Society, Neighborhood Legal Services Program, and AARP's Legal Counsel for the Elderly. The Resource Center also refers many unemployment claimants to the Claimant Advocacy Program (CAP), sponsored by the Metropolitan Washington Council, AFL-CIO, and refers employers to the Employer Advocacy Program (EAP), sponsored by the DC Chamber of Commerce. The Resource Center Coordinator continues to explore and expand the services available at the Resource Center and through other *pro bono* programs in an effort to ensure that meaningful access to justice is available to all OAH litigants.

► Website

In FY12, the OAH Website Committee worked with the Office of the Chief Technology Officer (OCTO) to migrate OAH's website to a new content management system. This effort required the Committee to:

- participate in training sessions with OCTO;
- review and prepare new material and content;
- prepare new material to assist self-represented litigants in understanding the processes at OAH;
- prepare jurisdictional summaries, explaining key areas, and identify representative cases;
- identify current OAH forms and brochures and provide Spanish translations;
- review the format and content of the newly constructed site; and
- continue to monitor and make changes to the website as necessary.



In July 2012, OAH launched its new website with improved access to informational materials and forms, as well as helpful instructional videos covering such topics as what members of the public can expect when they have a hearing at OAH.

► Procedural Rules Revisions

After a successful pilot to allow filing by e-mail in unemployment insurance cases, the OAH Rules Committee drafted rules to allow electronic filing in all cases at OAH. The rules were proposed in October 2011, and final rules were adopted in December 2011. The new rules also permit service of OAH orders by e-mail in appropriate cases and allow agencies to transfer data electronically to OAH from Notices of Infraction and Notices of Violation.

The Rules Committee also drafted emergency rules for the student discipline and contested residency cases that OAH agreed to hear for the District of Columbia Public Schools. The emergency rules were published in December 2011, and final rules were adopted in April 2012.

► Mediation

Mediation is an alternative dispute resolution program that the judge in charge of a case may schedule prior to the hearing. In mediation, a specially-trained mediator meets with the parties and assists them to state their positions and to explore options to resolve the case. All OAH ALJs are trained mediators. Mediation sessions are confidential, and the mediator will not share with the judge in charge of the case any information from a mediation session.

The OAH Mediation Committee worked to develop and expand the use of mediation to meet or exceed the Key Performance Indicator (KPI) for resolving cases quickly and effectively without the need for evidentiary hearings or written orders, or to help narrow issues that need to be heard, thereby reducing the time required for evidentiary hearings. In FY12, 504 cases were resolved through mediation, and OAH significantly exceeded its KPI mediation target.

OAH Key Performance Indicator	1Q	2Q	3Q	4Q	FY12 Cumulative
Percentage of hearings reduced due to mediation. Target: 2.5%	24.7%	2.7%	1.8%	4.6%	8.3%

In FY12, OAH renovated its Mediation Center located on the seventh floor of One Judiciary Square. The OAH Mediation Center has ample space for simultaneous mediation sessions. It houses five mediation rooms, including one large room that can accommodate up to 12 individuals.



B. Training and Education

► Continuing Education Courses

In August 2012, OAH and the University of the District of Columbia Community College launched a joint initiative. Twenty-five interactive online courses of various topics were offered to OAH employees based on the needs of the office as well as input from staff. This educational program is designed to assist employees with their personal and professional development by encouraging voluntary academic studies that contribute to improved performance. By the conclusion of FY12, six members of OAH's staff participated in the program.

WWW.ED2GO.COM/CEDCOAH-PRO/



► In-House Training

The OAH Training Committee develops training programs in support of the goals and objectives of OAH. Training is provided for all OAH staff members. In FY12, the Committee helped to present jurisdictional training sessions in the following areas:

- Health and Human Services
- Tax and Regulatory Affairs
- Rental Housing and Schools
- Unemployment and Insurance
- Public Works, Public Safety, Transportation and Environment

The Training Committee also coordinated programs in the following areas:

- Use of Microsoft Word Effectively in Decision-Writing
- Imposition of Penalties in Civil Infraction Cases
- Language Access (presented by DC Office of Human Rights)
- Proper Use and Function of Hearing Room Equipment
- Use of Templates and General eCourt Training
- Sexual Harassment (presented by DC Office of Human Rights)

► Outside Training

OAH staff also participated in programs offered by the Office of the Attorney General's Inns of Court and by the Office of Human Rights Workforce Development Administration. ALJs attended courses at the National Judicial College in Reno, Nevada as well as those sponsored by various professional organizations, including the National Association of Administrative Law Judiciary and the National Association of Women Judges.

C. Performance Measures

OAH Key Performance Indicators	1Q	2Q	3Q	4Q	FY12 Cumulative
Percentage of unemployment insurance cases resolved within 90 days of filing. Target: 95%	93.3%	99.8%	99.8%	99.3%	97.8%
Percentage of hearings reduced due to mediation. Target: 2.5%	24.7%	2.7%	1.8%	4.6%	8.3%
Percentage of non-unemployment cases resolved within 120 days filing. Target: 50%	46.1%	43.5%	88.9%	74.2%	65.7%
Percentage of positive consumer surveys (rating of "Agree" or higher). Target: 93%	95.3%	91.9%	94%	92.7%	92.6%

The Performance Measures Committee was convened in February 2010 as part of a series of reform initiatives launched by the Chief ALJ. During the confirmation process for the Chief ALJ, the Committee on Public Safety and the Judiciary of the Council of the District of Columbia outlined several areas of concern regarding existing operations of OAH. One such area was the need to develop performance measures to aid in the management, tracking and reporting of OAH's efficiency in processing its caseload. The committee was tasked with reviewing OAH's existing performance measures, otherwise known as the Key Performance Indicators (KPIs); researching and reviewing the performance standards adopted by other court systems; and providing recommendations based on that review.

At the request of the Chief in February 2012, the Performance Measures Committee partnered with the OAH Committee on Case Management to form a Joint Committee. The purpose of this Joint Committee is to review current OAH and best practices related to the fair and efficient allocation of cases to OAH's ALJs and, with the adoption of such an allocation model, develop meaningful performance measures with which to fairly gauge both individual and agency-wide productivity. Pending completion of a FY12 organizational study conducted by the National Center for State Courts, recommendations from the Joint Committee will be made in FY13.

D. Public Evaluation

OAH solicits the assistance of its litigants in evaluating the quality of service provided. A customer satisfaction survey is distributed to all parties at the conclusion of their hearings. Parties are encouraged to assess their experience and document it on an anonymous survey. Those responding are asked to provide ratings in the following four categories on a scale of *Strongly Agree*, *Agree*, *Disagree*, *Strongly Disagree*, or *No Comment*:

- Staff (Clerk's Office, Receptionists, Resource Center)
- Hearing Facilities
- Administrative Law Judge
- Hearing Process and Resources

In FY12, the agency's performance plan included a customer service objective. The results indicate that satisfaction is high among all parties, with those responding with a rating of *Strongly Agree* in all four categories 90 to 95 percent of the time. Even among its most vulnerable group, self-represented parties, OAH is viewed as functioning extremely well.

OAH Key Performance Indicator	1Q	2Q	3Q	4Q	FY12 Cumulative
Percentage of positive consumer surveys (rating of "Agree" or higher). Target: 93%	95.3%	91.9%	94%	92.7%	92.6%

E. Revenue Collection

The OAH Revenue Committee coordinated the engagement of a vendor to develop an indirect cost reimbursement rate methodology for claiming federal and local funds. The committee also developed a timekeeping format/tool for ALJs to be used in the claims process. As a result of these efforts, OAH entered into its first memorandum of understanding directly related to the provision of adjudication services under federally funded programs. The agency submitted its first claim for reimbursement of indirect costs for adjudication services through the Department of Health Care Finance and successfully collected \$113,936 in FY12.

F. Case Management

OAH launched a new electronic case management system in FY10. The OAH Case Management Committee has the primary goals of: 1) evaluating the electronic case management system's technical specifications and performance; 2) maintaining a working relationship with the system vendor; and 3) improving system suitability for long-term OAH use. In furtherance of those goals, the committee examined:

- the generation and use of standard orders and other forms through templates;
- the creation of routine report formats;
- improving ease of use for specific user groups, including ALJs, support staff, and Attorney-Advisors by creating group-specific menus and search functions;
- the opening of limited access "portals" for certain executive branch agencies;
- the standardization of definitions and procedures; and
- the development of training materials and strategies.

In FY12, a main focus of the Case Management Committee was to work with the Performance Measures Committee in a joint effort to analyze, review and provide recommendations for implementation of new agency performance standards and case allocation models.

G. Recruiting

OAH has a formal legal internship program. The Recruitment Committee placed fifteen legal interns who volunteered with OAH during the summer of 2012 and six interns who volunteered during the school year. The students represented local and national law schools including: American University Washington College of Law, The Columbus School of Law at The Catholic University of America, Vermont Law School, University of the District of Columbia David A. Clarke School of Law, Howard University School of Law, and University of Baltimore School of Law.

OAH interns obtained hands-on experience in a wide range of subject matters, and observed hearings and mediation sessions. In addition, the students observed DC Council public oversight hearings, a Landlord and Tenant Branch calendar at the Superior Court of the District of Columbia, and an oral argument before the District of Columbia Court of Appeals. The students also attended in-house trainings on the DC legislative process and the Supreme Court decision regarding the Patient Protection and Affordable Care Act. The Recruitment Committee sponsored a mentoring program where each legal intern was paired with an ALJ. The committee also developed a brown bag lunch series with presentations on topics such as strategies for obtaining a judicial clerkship.

The committee focused on increasing awareness of year-round internship and externship opportunities by attending local conferences and career fairs throughout the metropolitan Washington area at schools including George Mason University School of Law, Georgetown University Law Center, and The George Washington University Law School. Recruitment Committee members also served as guest lecturers at law schools including the University of the District of Columbia David A. Clarke School of Law and Howard University School of Law.

H. Ethics

The Ethics Committee's responsibility is to provide guidance to ALJs concerning their obligations under the OAH Code of Ethics for Administrative Law Judges. Upon request of an ALJ, the committee issues formal opinions interpreting the Code. Committee members are also available to provide informal advice to ALJs about issues arising under the Code. During FY12 there were no requests for formal opinions, but committee members gave informal advice to ALJs on several occasions.

I. Stakeholder Collaboration

In FY12, OAH continued its regular meetings with stakeholder groups to improve lines of communication and address procedural reforms. Existing task forces include:

- District of Columbia Access to Justice Commission
- DC Public Schools Task Force
- Rental Housing Task Force
- Public Benefits Advocates/Department of Health and Department of Human Services Task Forces
- Department of Public Works Task Force
- Department of Consumer and Regulatory Affairs Task Force
- Office of Tax and Revenue Task Force
- Department of Employment Services/Employer and Employee Advocates Task Force
- Taxicab Commission Task Force
- Metropolitan Police Department Working Group on Litter Control Cases

Budget

The OAH gross funds budget for FY12 was \$8,864,885, which is an increase of \$818,059 from FY11.

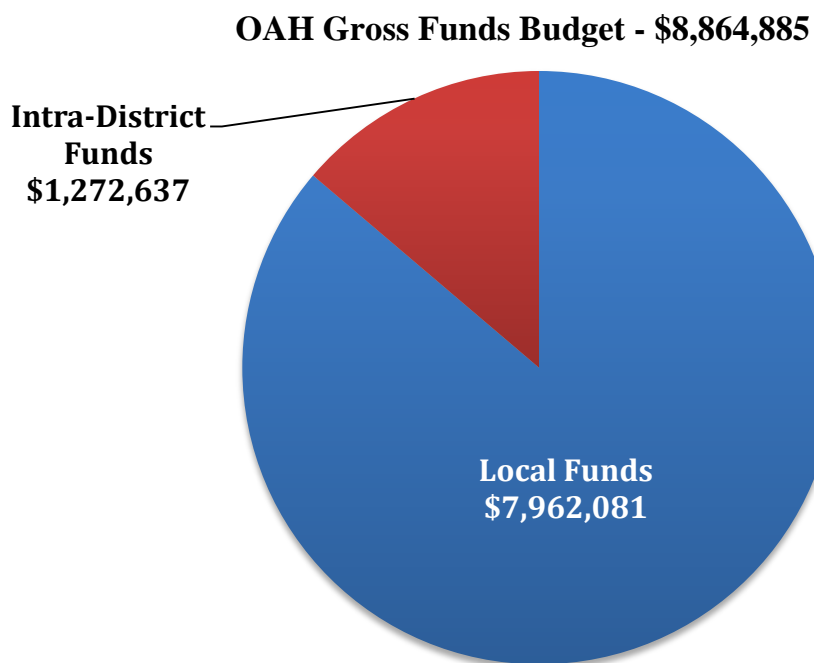
► Local Funds

The FY12 local funds budget of \$7,962,081 included an additional \$506,000 to support ten non-judicial employees.

► Intra-District Funds

The FY12 intra-district funds budget was \$1,228,080, which is an increase of \$109,080 from FY11. These funds paid the salaries of and fringe benefits for eight employees, a number that remained constant from FY11. OAH receives intra-district transfers from the following District agencies for providing adjudication services:

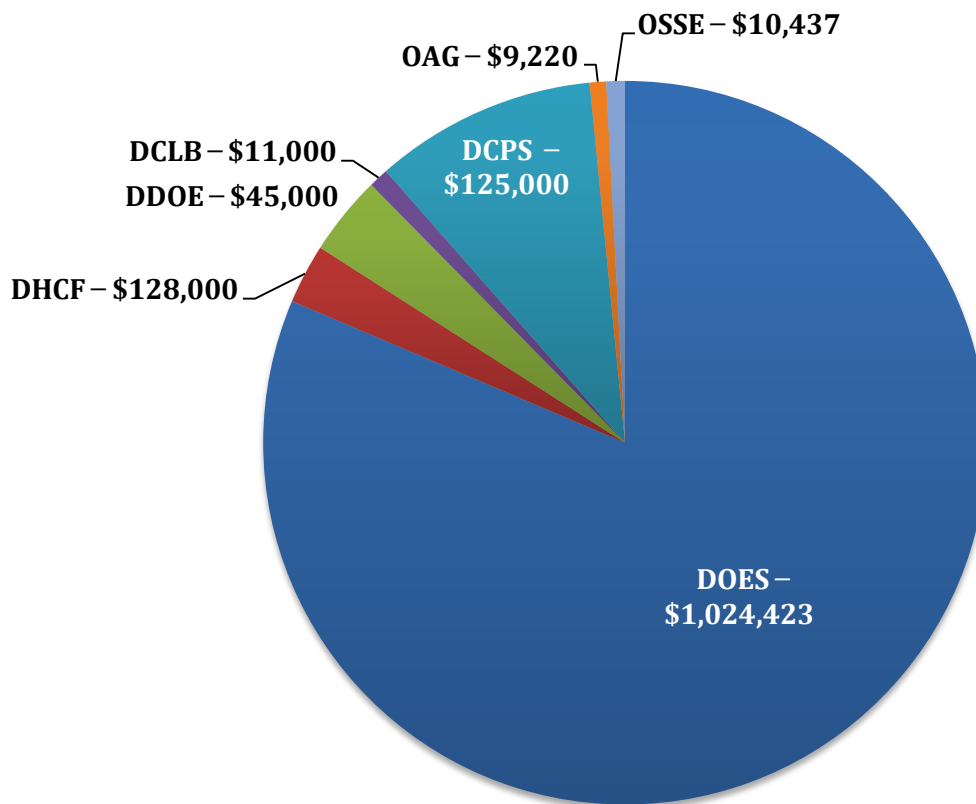
- Department of Employment Services (DOES)
- Office of the State Superintendent of Education (OSSE)
- Office of the Attorney General (OAG)
- District of Columbia Public Schools (DCPS)
- District of Columbia Lottery Board (DCLB)
- District Department of the Environment (DDOE)



► Medicaid Reimbursement Funds

OAH funds increased by \$128,000 in FY12 under a new agreement between OAH and the Department of Health Care Finance (DHCF) whereby OAH is reimbursed federal funds for adjudication services provided in connection with federal entitlement programs.

OAH Intra-District and Medicaid Reimbursement Budget - \$1,272,637





Additional information about the Office of Administrative Hearings, including links to the OAH Establishment Act, procedural rules, sample decisions and ALJ biographies, may be found at www.oah.dc.gov.

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